



DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre: Pretoria Head Office: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Continental Building, Corner of Visagie and Bosman Street, Pretoria. **For attention:** Ms L Van Wyk
- CLOSING DATE** : 20 April 2018 TIME: 16h00
- POST** : **DRIVER/MESSENGER (ASSISTANT TO PERSONS WITH DISABILITIES)**
REF NO: 200418/17
- BRANCH** : **CORPORATE SERVICES**
- SALARY** : **R127 851 per annum, (Level 04)**
- CENTRE** : **Pretoria**
- REQUIREMENTS** : A National Senior Certificate. A valid Driver License (certified copy must be attached) One (1) to three (3) years experience as a driver/messenger and must have (5) years practical driving experience. Basic knowledge of physical care assistance to Persons with Disabilities. Knowledge of organisational policies procedures and structures. Basic knowledge of government regulations, practice notes, circulars and policy frameworks. Knowledge of process flow and tracing retrieving files. Knowledge of internal sorting and distribution matrix. Practical knowledge of organisations record keeping practices/system. Client orientation and be customer focus. Excellent communication skills. Ability to work under pressure and meet deadlines. An understanding of and commitment to government objectives, policies and programmes Good client orientation and customer focus. Excellent communication skills. Willingness to travel extensively.
- DUTIES** : Provide physical personal care assistance to persons with disability. Accompanying persons with physical disability on business trips in order to provide extended personal physical care to persons with disability. Transporting of persons with physical disabilities. Retrieve files and deliver them to the offices where they are being utilised. Receives files and verifies delivery items, messages, mail, documents for correctness. Tracking, searching and placement of correspondence in files. Transporting and retrieving of files to various locations. Check and record out going files. Place correspondence on the files. Note: the successful candidate will be subjected to a driving test.
- ENQUIRIES** : Mr M Bannister Tel: (012) 336 8841